

## **Little Traverse Bay Bands of Odawa Indians**

### **Request for Statements of Qualifications**

(January 13, 2011) The Little Traverse Bay Bands of Odawa Indians, a Federally Recognized Indian Tribe having headquarters located in Harbor Springs, Michigan invites your firm to submit a Statement of Qualifications to become eligible for a possible interview regarding professional engineering services. The selection process will be conducted in accordance with standard Qualifications-Based Selection criteria and procedures. You may call QBS at (517) 332 – 2066 or e-mail questions to [qbssaginaw@charter.mi.net](mailto:qbssaginaw@charter.mi.net) about the standard selection procedure, or you may call the Little Traverse Bay Bands of Odawa Indians Planning Department at (231) 242 – 1580 for other additional information. In addition you may fax your comments or questions to the Planning Department at (231) 242- 1585.

**IMPORTANT:** If any of the items requested below duplicate or supersede information already submitted to the Tribe, please note that in your response, and indicate *specifically* to which item(s) you are referring.

Attached to this letter are:

1. A list of materials and information which should be included in your Statement of Qualifications;
2. A general description of the preliminary scope of work; and
3. A schedule of dates and requirements for the selection schedule.

For firms that are selected for an interview, more detailed information will be provided at that time.

Four copies of your Preliminary Proposal and your Statement of Qualifications should be sent to the following address and received no later than 3:00 pm Friday, February 25<sup>th</sup>, 2011.

Little Traverse Bay Bands of Odawa Indians  
Natural Resource Department  
Attention: NRD Director  
7500 Odawa Circle  
Harbor Springs, Michigan 49740

Sincerely,

Doug Craven  
Natural Resource Department Director

## **Preliminary Scope of Work**

The scope of work for the project includes but is not limited to (1) site improvements; (2) architectural services; (3) structural, mechanical, and electrical design and engineering; and (4) construction administration, including construction drawings sealed by an engineer registered in the State of Michigan. The project consists of an approximate 4,200 square foot fish culture facility near Levering, Michigan. In addition to the main fish culture facility, project components include but are not limited to outdoor raceway and pond design, water distribution (from installed wells) system design, water recirculation system design, effluent management, and all necessary engineering controls for continuous system operation. Project activities must anticipate all necessary provisions for site drainage in conjunction with an access road project being designed separately for the site.

The method of project delivery will be determined after consultations with the selected engineering firm. The Tribe has adopted a standardized procedure for awarding of construction contracts, as well as this standard selection process.

## **Statement of Qualifications**

Your Statement of Qualifications should be supplied on United States Federal Government Standard Form 330, along with supplemental documentation required to meet the following criteria:

1. Complete list of capabilities and services provided by your firm.
2. Resumes of the staff proposed for the project, and the principles of the firm.
3. A list of references, local references preferred.
4. Sample reports and work products.
5. A brief history of the firm.
6. A description of similar projects undertaken by the firm, noting the project manager and who performed the actual project work.
7. A copy of the certificate of General Liability Insurance; Workman's Compensation Insurance; and Professional Liability Insurance.
8. A list of all projects undertaken in the last 5 years, along with the dollar value of the projects.
9. A list of sub-contractors used by the firm, including all laboratories.
10. Any previous experience with the Little Traverse Bay Bands of Odawa Indians in particular or Native American Tribal Governments in general.
11. A summary of any pending or settled legal actions dealing with this type of project.

Responses must be in the order indicated above, and in tabbed format.

**Tentative Schedule for selection**

January 21 2011 – Request for Qualifications advertised.

February 25, 2011 – Statement of Qualifications Due at 3:00 pm.

March 1-4, 2011 – Tribal workgroup convenes to discuss selection process.

March 11, 2011 – Tribal workgroup re-convenes to tabulate scoring for respondents.

March 18, 2011 – LTBB Owner's Representative will inform firms of selection status.